

RESUME

RAJU PRATAP SINGH

Present Address:-

H.NO. D-16 STREET NO.-7
MANDAWALI UNCHEPAR
NEW DELHI -110092 (Near Rajpoot
Cycle)

Mob:-+91- 7011080372

Personal Data:-

Name:-Raju Pratap Singh
Father's Name:-Late Mr.
Ravendra Pal Singh
Date of Birth:-21-June-1990

Hobbies & Interests

- Listening Music
- Playing Video Games

Languages Known

- English
- Hindi

OBJECTIVE

Looking for an entry in to a world class highly professional organization with challenge and competitive environment where I can use my knowledge base as well as personal attributes to achieve the organization goal.

EDUCATION

Academic Qualifications

- Graduate in Bachelor of Computer Application (BCA) from Punjab Technical University
- Passed 12th From UP BOARD
- Passed 10th From UP BOARD.

COMPUTER PROFICIENCY

ADVANCE DIPLOMA IN COMPUTER APPLICATION

- Good knowledge of MS Word, MS Excel, MS Power Point)
- MS Excel (V Lookup, Pivot table, Graph etc.)
- Good knowledge of Internet (surfing & downloading)
- Windows Installation (Win XP, Win7, Win8, Win10)
- Application Installation.

EXPERIENCE

1. Working with SUPERSEVA SERVICES PVT. LTD. as a TL Operations & Accounts from Sept'13 to 15th May'2018 Rejoining 15th Mar'21 to till now.

Key Responsibilities

- Daily Request Report send to management for verify.
- I'm handling the Ericsson client pan India location Colt Technology, BD, Trueblue.
- To solve the customer & Corporate queries and making the better relationship with Corporate & Customer. (PAN Card, Passport, RTO, Courier Services).
- I have to prepare the monthly data and send to accounts team for invoicing.
- Take care of field team and concierge team for daily work.
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Account Part:-

- Make monthly invoice.
- Coordinate with client for acknowledge
- Follow up with client for payment
- Coordinate with desk executive for pending payment
- Make MIS of pending payment and send follow-up mail to desk executive & management.
- Pending payment details send to management on daily weekly and monthly basis

2. Working with Vidya Bal Bhawan School. as a Data Operator from Sept'20 to 14th Mar'2021.

Key Responsibilities

- Make the register for Fee and enter fee details in register.
- Make the Cheque register and also prepare the sheet for the same.
- Prepare the joining file of staff and collect the document from the new joining.
- Prepare the salary sheet of staff and send to HR team for verify the salary sheet.
- Prepare the security attendance and verify with register on monthly basis.

3. Worked with AXIS SECURITIES LTD as a Backend Executive (QC) From March 2013 to August 2013.

Key Responsibilities:-

- Collect documents from field executive after verification & self-attested by the customer.
- Complete the application form with signature of Customer.
- After complete application form entry in support site.
- Take care of all process of credit card application form.
- Update MIS Daily Basis to manager.
- Reporting to Manager.

FORTHCOMING ASPIRATIONS AS A WOULD BE EMPLOYEE

- Create & Maintain Healthy Working Environment
- Take initiatives for the betterment of the Organization
- Take interest in the Welfare of the Company through my Professional Ethics

DECLARATION

I hereby declare that information given above is true to the best of my knowledge and belief and can be supported with reliable documents when needed.

References available on request.

Date:

Place:

(Raju Pratap Singh)

